

P R O G R A M E X P L A N A T I O N S

INTRODUCTION

The General Government Program area comprises the major administrative and central services support for King County government. Although there are a wide variety of agencies represented in this program area, they can be divided into four main categories: (1) elected officials (County Council, County Executive, and Assessor), (2) central service agencies that provide a service to other County agencies, (3) direct public service agencies, and (4) miscellaneous agencies and central reserves. About 65% of the General Government budget is located within internal services funds, which bill other County departments for their services. A sizable portion (about a third) is located in the Current Expense Fund and lesser amounts are budgeted in special revenue funds and enterprise funds.

The only major organizational change affecting the General Government Program area is the reorganization of the Office of Budget and Strategic Planning into two separate offices, the Office of Budget and the Office of Regional Policy and Planning. This change moves \$3.1 million and 23.5 FTEs out of Budgets and into the new Regional and Policy Planning Office responsible for planning, economic development, and the job initiative work program. In addition, for reporting purposes only, the Emergency Management Division, including the Office of Emergency Management, Radio Communications, and E-911, continues to be reported in the Law, Safety, and Justice Section of the book rather than the General Government Section. This division remains in the Department of Information and Administrative Services.

In total, the General Government budget, excluding Grants, is increasing by \$12.2 million or about 4.6 % above the 1998 adopted level. However, most of this increase, \$9.4 million occurs in two budgets, Employee Benefits and Safety and Workers Compensation. The budgets of these two agencies is driven by the cost of medical benefits to County employees. The upward trend in the cost of medical services that began in mid-1997 is expected to continue into 1999. Actuarial estimates and renewal rates of the County's managed care contracts indicate annual percentage increases in the range of 5% - 9%.

The remaining growth can be attributed primarily to program expansion in non-Current Expense funds, which receive their funding from a variety of internal and external sources. This includes growth in Airport, Construction and Facilities Management, Finance, and Internal Support.

Highlights of the General Government Program area are included below, including the County's Investment in Technology, Significant Program Additions, Significant Program Reductions, and Central Rate Changes.

Investment in Technology

In 1999, the County will continue to work on projects funded from the \$30 million in technology bonds borrowed in early 1996, the \$32.7 million bonded in late 1997 for financial systems replacement, and the \$3.3 million in 1998 borrowing for specific technology projects and personal computer replacement. Projects funded in 1998 for a new Elections System and a new Open Access Recorder's System were either completed in 1998 or will be completed in early 1999. In addition, the County will be making the following new investments in 1999:

- 1999 Technology Bond - An additional \$2.0 million will be bonded in 1999 for a new set of technology projects, mainly in the law, safety, and justice program area. The debt service will be

GENERAL GOVERNMENT PROGRAM PLAN

an obligation of the Current Expense Fund.

- Year 2000 (Phase III) - A total of \$1.8 million will be included in CIP funding for phase III of the Year 2000 project, which will address embedded systems as well as fund a thorough review and audit of all Year 2000 changes. This funding will come from interest that has accumulated in previous years' technology funds.
- Claims Management System - The amount of \$165,000 is being proposed for Safety and Workers Compensation to fund a new claims management system, since the current system is not Year 2000 compliant.

Significant Program Additions

Although funding was very limited for new programs, some high priority and mandatory programs are being proposed for funding in 1999, as follows:

- DCFM Capital Improvement Section - A total of \$338,000 and 5.5 FTEs are being added to the capital improvement section of the Department of Construction and Facilities Management to work on new projects funded out of the CIP funds.
- Airport Personnel Changes - The Airport is adding 3.0 FTEs and \$523,000 in budget to address several programmatic needs, including events coordination in the new terminal building; improvements in the inventory system; establishing a new ID program; and a third runway study.
- Airport Property Maintenance - A total of \$848,000 is being added to the Airport's budget to make badly needed repairs to its buildings, parking lots, roads, and sewers.
- Airport Programs and Publications - A number of miscellaneous programs are being enhanced or newly funded at the Airport in the total amount of \$250,000, including budgeting for an international trade education program for school children in the Seattle area; a work apprenticeship program for disabled persons; an energy efficiency project; a shop safety program; and funds for increasing publications to keep the public informed of noise mitigation efforts.
- Cultural Development Programmatic Changes - This proposal uses hotel/motel tax revenues in the amount of \$856,000 to provide additional support for Arts and Heritage Education, Arts and Heritage Facilities, the Music Festival, and other special arts projects.
- Harborview Medical Center Fiscal Study - This add of \$100,000 is in response to County Council Ordinance No. 12900 directing the Budget Office to have an independent study performed on the Harborview Medical Center's financial information.
- Comprehensive Plan - The newly formed Office of Regional Policy and Planning will be provided a budget of \$250,000 for the 2000 Update of the King County Comprehensive Plan. This update will be the first major revision of the Comprehensive Plan since its adoption in 1994. The plan will address several critical issues, including King County's changing role as a regional government with significant responsibilities as a local service provider; the need to effectively integrate land use and transportation planning; and the protection of Chinook salmon in accordance with Endangered Species Act.
- Labor Negotiators and Compensation Analyst - The Office of Human Resource Management will add 3.5 FTEs to its budget at the direct request of specific customer agencies who will pay for

GENERAL GOVERNMENT PROGRAM PLAN

their services out of their budgets.

- Premium Rates and Enrollment Changes - The cost of providing medical coverage for County employees under either the self-funded or managed care plans is projected to increase in the range of 5% - 9% in 1999. In addition, enrollment is increasing with the effect of adding the new term-limited employees who became eligible for full benefit coverage in 1998. The budget for Employee Benefits will need to increase by \$3.7 million as a result of these changes.
- Deferred Compensation Program - One position and operating costs that total a combined \$147,000 are being added to Employee Benefits to expand services for the deferred compensation program in order to better meet the County's fiduciary responsibilities.
- HR Payroll Project and FMLA Support - Two term-limited positions will be added to Employee Benefits in support of the new payroll system that is being installed and one regular position is being added to assist the implementation of the Family Medical Leave Act. The cost of these adds totals \$143,000.
- WMBE Apprenticeship Program - The Office of Finance will be adding 2.0 FTEs and \$149,000 to its budget to provide staffing and support for full implementation of the Apprenticeship Program, as approved by the Council.
- Additional Finance Services to Wastewater - The Wastewater Fund is contracting with Finance to pay for additional financial services in the amount of \$277,000, which includes four new positions in Finance.
- Odd Year Election Costs - The budget for Records & Elections is increasing by \$325,000 for costs associated with putting on a general election in an odd year, covering such items as general election voter's pamphlet and ballot printing. Some of these costs are recovered from the various voting jurisdictions.
- Risk Management Proactive Loss Control Initiative - The amount of \$182,000 and 2.0 FTEs is being funded out of the Insurance Fund in order to expand and augment Risk Management's proactive loss control efforts.
- Technology Learning Center and Program Staff - The Information and Technology Services Division will establish a new Technology Learning Center at the cost of \$300,000 and 2.0 FTEs. The center will assist departments in learning about and applying new technology products. The goal is to enhance the efficiency of County employees by making the best use of new technology.
- GIS Capital Project Staffing - Four new term-limited positions are being added to ITS in response to a request by the Department of Natural Resources to support Water related capital funded GIS projects.
- Institutional Network (INET) Operations - The amount of \$173,000 and 2.5 FTEs are being added to Cable Communications budget for the INET project that provides fiber optic connectivity to 300 public buildings in King County. The funding comes straight from the Cable Capital Fund, which is funded out of fees from the cable providers.
- Bus Pass Subsidy - The cost of the annual bus pass subsidy provided to County employees increased by \$410,000 due to a fare increase and the addition of newly covered employees out of

GENERAL GOVERNMENT PROGRAM PLAN

the Logan/Knox settlement.

Significant Program Reductions

General Government agencies contributed to the overall balancing of the budget by making reductions in their budgets while minimizing the impact to direct services. Some of the more significant reductions include the following:

- DCFM Reductions - \$305,000. A package of reductions was proposed by the Department of Construction and Facilities Management to decrease tenant charges. Included in the package were decreases in overtime and energy savings as a result of the Energy Performance CIP Project.
- Airport Salary and Benefit Changes - \$587,000. Airport was able to realize significant savings in salary and benefit related accounts that were achieved through efficiencies and will not adversely affect the operations of the Airport.
- Deputy County Executive Operational Efficiencies - \$158,000. Reductions in contract and professional services and the elimination of one Administrative Assistant III position provided these savings to the Deputy County Executive's budget.
- Cultural Resources Program Reductions - \$120,000. Reductions were made to the Sustained Support Program, the Pacific Science Center program, and the gallery program was eliminated.
- Budget Office Efficiencies - \$581,000. One Budget Analyst position and one Planner position are being reduced along with cuts in consulting, contract services, and miscellaneous operating accounts.
- Class/Comp and Personnel Services Reductions - \$245,000. A net total of 2.5 FTEs are being reduced from OHRM. The classification portion of the class/comp project will be completed and management compensation reviews will be severely restricted in the future. In addition, the Layoff/Recall Resource Center will be closed at the end of 1998.
- Child Care Center - \$301,000. Due to the difficulty in finding a suitable site for the Child Care Center and the rapidly escalating costs associated with the project, the proposal will no longer be pursued and \$301,000 in budget can be removed from Employee Benefits.
- Animal Control 5 Day Week - \$146,000. Service operations for the Animal Control Program are being reduced by moving from seven days of service to five days of service, though coverage will be greater on the five days remaining.
- Primary Voter's Pamphlet - \$187,000. This reduction will discontinue the production of the mailed primary election Voter's Pamphlet.
- ITS Operating Reductions - \$1.8 million. The Information and Technology Division is proposing a major re-organizing of its operations in an effort to allocate resources to the most mission-critical areas and to align staff with the division's core competencies. These changes will cut 14.0 FTEs and save about \$1.8 million.
- Salary and Wage Contingency - \$1.5 million. Due to elimination of the one-time reserve for converting Logan/Knox employees to positions and a lower than expected cost of implementing the results of the class/comp study, the central Salary and Wage Contingency Reserve was lowered by over \$1.5 million.

Central Rate Changes

Several of the General Government agencies are Internal Service Funds that recover the cost of their

GENERAL GOVERNMENT PROGRAM PLAN

operations by charging other County funds. A concerted effort was made in developing the 1999 Budget to hold down the cost of these central services as much as possible. In some cases, though, such as with Employee Benefits, the costs are driven by outside market forces that are unavoidable. The following is a brief summary of the major central service rates:

- **Flex Benefits** - The County has a flexible benefit package from which employees have several options of coverage and providers. All of the benefit costs are accounted for in the Employee Benefits Funds, which then recovers its cost through a single standard monthly rate charged to agencies for each covered employee. The standard rate charged in 1998 was \$480 per employee per month. This rate is increasing to \$522 per employee per month in 1999, an 8.75% increase, which translates into an overall increase of \$9.6 million in County budgets.

These increases are the result of significantly higher costs in the self-funded program, the managed care contracts, and the need to maintain higher reserves for future claims.

- **Current Expense Overhead** - The costs of several Current Expense Fund agencies that provide services or support Countywide are recovered through a Current Expense Overhead Plan. The Current Expense agencies or services included in this plan include the Council agencies, Executive offices, Budget Office, Planning, OHRM, Emergency Management, DIAS, Board of Ethics, State Auditor, mail services, asset management services, and records management services. The cost of these Current Expense services is increasing by a total of \$3.6 million over the 1998 adopted level.
- **ITS - Data Processing** - The Information and Technology Services Division charges for the data processing and technology services that it provides County departments. This includes maintaining the County's wide area network, system development assistance, GIS services, and system operations. As described above, ITS set out to reorganize its operations and to provide its services much more efficiently. The agency succeeded in its quest to the tune of being able to reduce its billings to other County departments by a total of \$1.6 million from the 1998 adopted level.
- **ITS - Telecommunications** - The Telecommunications Section within the Information and Technology Division provides central telecommunications and phone services to all County departments. The cost of these services is recovered by charging an overhead rate on direct telecommunications services. Although the overhead rate itself (23%) is staying the same as the 1998 level, there is a modest budget increase Countywide of \$195,000 due to volume growth.
- **Motor Pool** - Central motor pool services are provided to County departments, including permanently assigned vehicles and short-term rentals. The overall cost of these services is increasing by about \$1.1 million over the 1998 level, primarily due to adding new vehicles to the fleet, particularly for the Sheriff.
- **Risk Management** - The central cost of insurance services, both premiums on insurance policies and actual claims costs are billed back to the affected agencies. The increase over the 1998 level amounts to only a total of \$101,000.
- **Radio Services** - The Radio Communications Section within the Office of Emergency Management operates the County's 800 MHz radio system and bills other County agencies for costs associated with servicing and replacing the radios. The percentage rate increase over 1998 is a modest 3%, but the overall dollar increase is about \$1.2 million, mainly due to volume growth in

adding new radios to the system.

- Financial Services - The Office of Finance became an internal service fund in 1998 and began billing for its services directly to County agencies. Prior to this year, Finance's services had been recovered through the Current Expense Overhead Plan. Financial services covers a broad array of activities including accounts payable, accounts receivable, payroll processing, financial system operations, financial reporting, procurement, WMBE services, treasury functions, contracts, and construction support.

In 1998, each of these services was billed out separately according to its own criteria. The methodology for billing these services in 1999 will change and combine more of the costs into fewer cost recovery pools in order to simplify the process. This methodology was used previously for the 1997 Budget. Revenue recovery for Finance is increasing by \$1.5 million over the 1998 level, but much of this is attributable to additional services requested by particular customers and the ramping up of the Core Financials Project, which recovers its costs from a separate CIP source.

- Building Services - The Department of Construction and Facilities Management bills other County departments for building services (janitorial, utilities, security, etc.) if they occupy space in a building that is serviced by DCFM. Most of the charges are for space occupied in one of the five main County owned buildings: County Courthouse, Administration Building, Yesler Building, King County Correctional Facility, and the Regional Justice Center. In total, charges for servicing these buildings is going up a very modest \$447,000 or 2.9% above the 1998 level.

ASSESSMENTS

Mission

Assessments

We are fully committed to serving the citizens of King County by providing fair, equitable and understandable property valuations, forming the basis for the funding of public services.

ISSUES AND PRIORITIES

The primary focus of the Assessor's 1999 budget is to continue the commitment to taxpayer fairness and equity, to ensure compliance with newly-passed 1997 State legislation.

Expense Summary		FTEs*
1998 Adopted Budget	\$ 13,905,334	242.70
Base Increment**	465,549	0.00
Adjusted Base	14,370,883	242.70
Significant Program Reductions		
Target Reduction	(150,000)	
Significant Program Additions		
None		
Technical Adjustments***		
Central Rate Adjustments	(124,294)	
1999 Executive Proposed	\$ 14,096,589	242.70

* FTEs do not include extra help, overtime, or term limited positions.

** This includes revised 1998 adopted, initial status quo, and proposed status quo increments. Under FTE's, annualization is included.

*** This includes salary and benefit adjustments, volume increases, inflation, central rates adjustments, and annualization of 1998 supplementals.

PROGRAM HIGHLIGHTS

Significant Program Reductions

Contra Expenditure - (\$150,000). The Assessor agreed to reduce its budget by \$150,000 in order to assist with the balancing of the Current Expense Fund.

Significant Program Additions

None

Technical Adjustments

Central Rate Adjustments – (\$ 124,294). These are comprised of central rate changes in flex benefits, data processing, telecommunications, tenant rate adjustments, finance rates, and motor pool.

CONSTRUCTION AND FACILITIES MANAGEMENT

ISSUES AND PRIORITIES

Mission

**Construction and
Facilities Management**

To provide King County government with facilities that return maximum value for the funds invested by taxpayers.

Property Services continues as a CX-supported agency within the Department of Construction and Facilities Management (DCFM); the Airport is supported by the Airport Fund and Construction and the Office of the Director, Capital Planning and Facilities Maintenance are operated as an Internal Service Fund receiving part of its support (approximately 50%) through CX tenant operating and maintenance (square footage) charges.

Expense Summary for the Dept. of Construction & Facility Management	\$	FTEs*
1998 Adopted		
Dept. of Construction and Facilities Management	22,282,202	255.70
Property Services	2,075,143	35.00
Facilities Management (Current Expense)	934,694	33.40
Airport	7,830,207	55.50
Total 1998 Adopted Budget	33,122,246	379.60
Base Increment**		
Dept. of Construction and Facilities Management	1,489,381	19.50
Property Services	159,529	1.00
Facilities Management (Current Expense)	40,328	0.00
Airport	(1,133,193)	3.00
Total Base Increment	556,045	23.50
Adjusted Base (98 Adopted + Base Incr.)		
Dept. of Construction and Facilities Management	23,771,583	275.20
Property Services	2,234,672	36.00
Facilities Management (Current Expense)	975,022	33.40
Airport	6,697,014	58.50
Total Adjusted Base	33,678,291	403.10
Dept. of Construction and Facility Management		
Significant Program Reductions		
Reduction Package	(242,000)	
Yesler Building Exp. Adjustment	(63,170)	
Significant Program Additions		
Energy Performance Project	70,145	
CIP Staffing	337,658	5.50
Facilities Maintenance Staffing	133,619	2.00
Technical Adjustments		
Adjustments/Corrections to PSQ	(200,653)	0.50
Temporary Help Conversion to FTE		0.80
Central Rates (CX Overhead, Insurance Charges, Finance Rates, Etc.)	274,618	
<i>Subtotal of incremental changes to the Base Budget</i>	<i>310,217</i>	<i>8.80</i>
Total Proposed Dept. of Construction and Facilities Management	24,081,800	284.00

GENERAL GOVERNMENT PROGRAM PLAN

Property Services		
Technical Adjustments		
Loan Out Labor Base Exp. Decrease	(17,302)	
Reduction to Base Costs	(3,724)	
Move of Surplus Property	(7,500)	
Central Rates (ITS Infrastructure, Finance Rates, Radio Central Rates, Etc.)	5,617	
<i>Subtotal of changes to the Base Budget</i>	<i>(22,909)</i>	<i>0</i>
Total Proposed Property Services	2,211,763	36
Facilities Management -- CX		
Technical Adjustments		
Central Rates (ITS Infrastructure, Finance Rates, Radio Central Rates, Etc.)	(11,184)	
<i>Subtotal of changes to the Base Budget</i>	<i>(11,184)</i>	
Total Proposed Facilities Management (CX)	963,838	33.40
Airport		
Significant Program Reductions		
ARFF/Police Unit Transfer	132,497	(17.00)
Significant Program Additions		
Opportunity Skyway Program Expansion	68,615	
Personnel and Consultant Changes	523,284	3.00
Equipment and Supplies Purchases	159,780	
Noise Mitigation Initiatives	150,000	
Airport Property Maintenance	848,000	
Programs and Publications	250,456	
Increased Office Space, Training & Travel for Staff	199,133	
Technical Adjustments		
Outside Charges and Service Changes	18,767	
Salary and Benefit Changes	(586,867)	
Central Rate Adjustments	(15,694)	
<i>Subtotal of changes to the Base Budget</i>	<i>1,747,971</i>	<i>(14.00)</i>
Total Airport	8,444,985	44.50
1999 Executive Proposed	35,702,386	397.90
<p>* FTEs do not include extra help, overtime nor term limited positions.</p> <p>** This includes revised 1998 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.</p>		

PROGRAM HIGHLIGHTS

DCFM.

The total 1999 Executive Proposed Budget for the Department of Construction and Facilities Management Internal Service Fund is \$24,081,800 and 284.0 FTEs. Significant changes to the budget are outlined below.

Property Services.

The total 1999 Executive Proposed Budget for the Property Services Division is \$2,211,763 and 36 FTEs. Significant changes to the budget are outlined below.

Security Screeners.

The total 1999 Executive Proposed Budget for the Security Screeners is \$963,838 and 33.4 FTEs.

Airport.

GENERAL GOVERNMENT PROGRAM PLAN

The total 1999 Executive Proposed Budget for the Airport Division is \$8,444,985 and 44.5 FTEs. Significant changes to the Airport's budget are outlined below.

Significant Program Reductions

Department of Construction and Facilities Management

DCFM - Internal Service Fund - (\$305,170). DCFM proposed a package of expenditure reductions to decrease the per square foot Tenant Operations and Maintenance charge. In addition to a reduction in overtime expenditures, these reductions include energy cost savings made possible by an on-going DCFM Energy Performance CIP Project. Additional cost savings are anticipated while the Yesler Building is being prepared for new tenants moving onto floors vacated by County agencies moving to the King Street facility.

Airport

ARFF Police Unit Transfer \$132,497/(17.0) FTEs. The security and police units at the Airport are being transferred to the Sheriff's Office, so that there is better centralized control of all police services. The Airport's ARFF unit provides police, firefighter and crash rescue services at the Airport. This unit will physically remain at the Airport, but all management and supervision will be done by the Sheriff's Office. Therefore the Airport will transfer 17.0 FTEs and \$1,513,281 to the Sheriff's Office to cover salaries, benefits, uniforms, the Sheriff's Office overhead, and other miscellaneous expenditures.

Significant Program Additions

DCFM

Capital Planning Division: \$337,658/5.5 FTEs The Capital Planning Division of DCFM is increasing its staffing levels by 1.5 FTEs to improve operational efficiency, by 1.0 FTE to improve the likelihood of a successful transition to the proposed Major Maintenance Infrastructure Program, by 1.0 FTE to ensure Parks capital program compliance with SEPA and ESA requirements and by 2.0 FTEs to meet the demand for Landscape Restoration Services in other County capital programs. The Landscape Restoration program is structured to give Work Release and Community Service individuals the opportunity to develop landscape and nursery skills and is part of the Parks CIP program.

Facilities Maintenance Division Section: \$133,619/2 FTE. The Maintenance Section is proposing to add two maintenance FTEs to improve the staffing allocation efficiency at county facilities and significantly increase the preventive maintenance function. This initiative is likely to result in long-term cost savings as both the frequency and cost of maintenance repairs are reduced.

Energy Performance Project: \$70,145. The Internal Service Fund will fund the debt service necessary to continue the Energy Performance Capital Improvement Project in 1999. This project has resulted in energy cost reductions at County facilities.

Airport

Opportunity Skyway Program Expansion: \$68,615. These funds support an expansion of the currently flourishing opportunity skyway program. \$68,615 will cover a consultant to coordinate the Opportunity Skyway airplane building project, expanded teacher services, recruitment of students for the program, and aviation development.

Personnel and Consultant Changes: \$523,284/3.0 FTE. The Airport is adding several new positions in 1999 including an Events Coordinator to coordinate events in the terminal building after the remodeling is finished for \$30,761/0.5 FTE; a Stores Clerk to provide a quick and efficient

GENERAL GOVERNMENT PROGRAM PLAN

inventory system for Airport staff for \$20,043/0.5 FTE; an ID Program Coordinator to coordinate the Airport's new ID program for \$20,043/0.5 FTE; a consultant for the third runway study for \$40,000; making a current part-time term-limited position full-time for \$43,064; and annualizing the salary for a new Assistant Manager that was added in late 1998 for \$84,095. Other miscellaneous increases/decreases in personnel and consultant use are: extra help increase for \$181,668; overtime increase for \$34,483; increased use of the prosecuting attorney's office for \$26,744; and a small decrease in the Airport's use of management consultants for (\$3,950).

Equipment and Supplies Purchases: \$159,780. The Airport has requested several minor new pieces of equipment in 1999 including: repair and maintenance equipment for \$19,800; transportation equipment for \$59,700; construction and maintenance equipment for \$21,800; other rented equipment and machinery for \$14,300; and miscellaneous machines and equipment for \$10,000. To offset some of these new equipment costs the Airport has found efficiencies in their shops resulting in a decrease of (\$19,820) in miscellaneous repair and maintenance supplies. The Airport also faces increases in office supplies of \$4,000, photographic supplies of \$5,000, and furniture of \$45,000 to accommodate the new staff people and the administration's move to the terminal building.

Noise Mitigation Initiatives: \$150,000. The Airport will increase their noise monitoring contract in 1999 to better allow them to track aircraft that are creating excessive noise pollution in the Airport's surrounding neighborhoods. The cost to cover this increase is \$90,000 and also covers increases in the cost of annual maintenance and upgrades needed to support the noise monitoring system. In addition, the Airport is proposing to install a Transponder Landing System that would help Airport users avoid residential areas. The \$60,000 requested in 1999 will fund feasibility analysis and engineering work to determine whether the Airport should purchase this system.

Property Maintenance: \$848,000. Many of the Airport buildings, parking lots, roads and sewers are in need of repair. These repairs are necessary in 1999 to prevent further deterioration of Airport property. The following maintenance costs have been requested to perform this work: building maintenance for \$305,000; grounds maintenance for \$20,000; parking lots, roads & sewer maintenance for \$270,000; and other miscellaneous repairs and maintenance needs at the Airport for \$123,000. In addition, the Airport has requested \$110,000 for hazardous material disposal needs and \$20,000 for signage improvements at and around the Airport.

Programs and Publications: \$250,456. The 1999 budget contains requests for new programs at or for the Airport. The Magnuson Center proposed at \$50,000 is a program that the Airport and the Port of Seattle are working together on to provide international trade education and information to school children in the Seattle area. The Work Apprenticeship Program for \$16,715, also through the Port of Seattle, enables disabled and disadvantaged members of society to learn skills in order to find employment. The Opportunity Skyway students will benefit from this jobs program. The Airport will also participate in the County Energy Efficiency Project. This project entails installing energy efficient lighting in all of the Airport buildings. The 1999 cost of this project is \$81,535, but these dollars will be recovered within four years and the project will save the Airport money after that. The Airport has also instituted a new shop safety program for \$75,000.

In addition to the new programs at the Airport, the 1999 budget request also contains increases for publications to promote the Airport's activities and to keep the public informed of noise mitigation efforts at the Airport. These costs are broken down as follows: Skywriter Newsletter and other public relations at \$5,206; Advertising at \$8,000; and Printing/Graphics Arts at \$14,000.

Increase Office Space, Training and Travel for Staff: \$199,133. The Airport administration will move out of the administration building where they currently reside and into the terminal building. This move will cost \$100,000 for upgrades and repairs to the terminal building space, but will eventually generate greater revenues at the Airport, as they will be able to lease the administration

GENERAL GOVERNMENT PROGRAM PLAN

building space for a much higher rate than they would have been able to lease the space in the terminal building. There are several miscellaneous costs that accompany this move totaling \$78,233. The Airport is also requesting an increase in their training allowance for both administrative and maintenance staff of \$14,400 and an increase in their travel expense of \$6,500.

Technical Adjustments

DCFM

DCFM - \$73,653/1.3 FTE. The central rate allocation increase to the DCFM Internal Service Fund budget was partially offset by allocating the Finance Department overhead costs corresponding to capital projects to the Capital Improvement Program.

Property Services

Property Services - \$22,909. A reduction in loan-out labor and other miscellaneous charges was partially offset by a slight increase in central rate allocations.

Security Screeners

Security Screeners - \$11,184. The 1999 allocation of central rates resulted in a net decrease in costs allocated to Facilities Management.

Airport

Outside Charges and Service Changes: \$18,767. The Airport is dependent upon several outside agencies and service providers to help them maintain their high quality of service at the Airport. The increases in service costs for 1999 stem from the following: janitorial contract at \$130,000; surface water utility rate increase from the City of Tukwila at \$29,800; memberships increase \$5,058; facilities management services increase \$4,043; and increased maintenance and repair services necessary for the Airport's utility system \$50,000. The decreases in service costs for 1999 are: water rates (\$62,117); telecom services (\$28,111); bad debt charges (\$11,500); financial management systems charges (\$64,022); and other miscellaneous charges and service decreases (\$34,384). All of these changes net to an \$18,767 increase in outside charges and services.

Salary and Benefit Changes: (\$586,867). The Airport is saving significant funds in several salary and benefit areas including: salary and wage contingency savings of (\$289,993), contra benefit rate changes of (\$196,874), and by decreased contract costs of (\$100,000). These decreases have been achieved through efficiencies, and do not adversely affect the current Airport staff.

Central Rate Adjustments: (\$15,694). The budgets of each agency were adjusted to incorporate changes in central rates, including flex benefits, telecommunications services, finance rates, CX overhead and others.

OTHER SIGNIFICANT CHANGES

Property Services Division has proposed a package of revenue enhancements to improve the level of administrative cost recovery. The increases to five separate fee and permit rates will generate \$30,000 in 1999. These rates, paid primarily by utility companies, have not been increased in the past five to 10 years. Fee for service charges to County agencies will generate \$20,000 for Asset Management, \$16,500 for Surplus Property Sale expense, and \$80,305 for Lease Management.

Airport - Noise Containment Facility Reserve Subfund. In 1998, the County Council transferred \$5,500,000 of operating funds into a subfund in the Airport's capital budget for the design, engineering and construction of a noise containment facility at the Airport. A noise containment facility is intended to provide a structure where engines can be tested or operated in an environment with greatly reduced noise impact on surrounding communities. Some of these funds are being spent

in 1999 to do feasibility studies and design work for such a facility. Please see the separate 1999 Executive Proposed Capital Improvement Program book for more information.

Logan Knox Compliance

The Airport has seriously considered all Logan Knox eligible employees who meet the minimum qualifications for job openings. All Airport personnel who were qualified for a settlement under Logan Knox have submitted such a claim.

COUNCIL AGENCIES

Mission
Council Agencies

The thirteen member elected Metropolitan County Council is the policy determining body of the County and exercises all legislative powers authorized under the King County Charter, including adoption and enactment of ordinances, levy of taxes, appropriation of funds, establishment of compensation levels for County employees, and organization of administrative offices and executive departments.

ISSUES AND PRIORITIES

In addition to its legislative duties, the Metropolitan County Council has six separate sections that perform daily functions, as follows:

The Council Administrator provides general support to the Council through administration of the legislative branch budget and general oversight of legislative offices. The Program Director supervises the Council's central staff which analyzes proposed legislation, legal and policy issues, and conducts long-term special studies. The Clerk is responsible for

processing legislation and other official County records, including preparation of Council agendas.

The Office of the Zoning and Subdivision Examiner conducts quasi-judicial public hearings on land use applications and on appeals of administrative orders and decisions; prepares reports of all hearings; and makes recommendations and decisions on the matters heard.

The Auditor's Office conducts management and financial audits and special studies of County departments, agencies, and programs to assist the Metropolitan County Council in its oversight of the effectiveness and efficiency of County government operations.

The Citizens Complaints-Tax Advisor's Office investigates complaints against King County administrative agencies, makes recommendations for improvements based on these investigations, and provides information and referral assistance to the public. The Tax Advisor provides advice to the public on property tax law and the proper procedures to appeal property tax re-evaluations.

The Board of Appeals and Equalization provides a fair and impartial hearing process for appeals of personal and real property valuations for tax assessment purposes and of various business license decisions and animal control orders.

The Government Access Channel (King County Civic TV) provides citizens accessibility to view Council proceedings from their homes.

GENERAL GOVERNMENT PROGRAM PLAN

Expense Summary for Council Agencies		FTEs*
1998 Adopted Budget	\$ 13,899,659	159.00
Base Increment**	609,880	13.00
Adjusted Base	14,509,539	172.00
Significant Program Reductions		
None		
Significant Program Additions		
Operating Account Adjustment	21,815	
ESA/Federal Lobbying	16,000	
Technical Adjustments***		
Central Rate Adjustments	(161,063)	
Medical Benefit	24,313	
Account 53710 - Bldg & Other Structures	(20,882)	
1999 Executive Proposed	14,389,722	172.00

* FTEs do not include extra help, overtime nor term limited positions.

** This includes revised 1998 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** This includes salary and benefit adjustments, volume increases, inflation, central rates adjustments, and annualization of 1998 supplementals.

PROGRAM HIGHLIGHTS

The Legislative Branch agencies' funding, as included in the 1999 proposed budget, totals \$14,389,722 supported exclusively by the Current Expense Fund. There are 172.00 positions proposed for the Legislative Branch.

The 1999 recommended budget for the Council agencies represents the 1998 adopted appropriation level adjusted for salary and benefit changes and central adjustment increases.

Significant Program Reductions

None

Significant Program Additions

Operating Account Adjustment - \$21,815. This category covers a mandatory increase in operating accounts.

Endangered Species Act (ESA) - \$16,000. The Executive Proposed Budget includes \$16,000 earmarked for a contract with The Ferguson Group for lobbying efforts on behalf of King County in respect to the Endangered Species Act.

Technical Adjustments

Central Rate Adjustments - (\$161,063). Included within the central rate adjustments are decreases in flex benefits, telecommunications, motor pool, finance rates, and tenant O&M adjustments and increases in ITS Infrastructure and ITS GIS rates for all Council agencies.

GENERAL GOVERNMENT PROGRAM PLAN

OTHER SIGNIFICANT CHANGES

Logan Knox Compliance

The County Council, as a result of Logan Knox, added 13.00 FTE Legislative Aide IIs.

COUNTY EXECUTIVE

DEPUTY COUNTY EXECUTIVE

Mission

County Executive

Deputy County Executive

To provide strategic direction of all governmental affairs; to ensure prudent management of all County resources and stewardship of all funds; to protect the public trust and strive to deliver necessary services and approved activities; to execute and enforce all ordinances and State statutes within the County; and to prepare and present comprehensive plans for the present and future development of the County.

ISSUES AND PRIORITIES

In 1999, the Executive's emphasis will continue to be focused on the quality and efficiency of services provided by County personnel. The Executive will also address important initiatives such as Swift and Certain Justice, Smart Growth and the regional response to the proposed endangered species listing of Chinook salmon. The County will work to resolve these major challenges in 1999 while keeping the citizenry informed and involved through its King County Works! program. Improved management of County resources and the financial stability of County funds will also be emphasized in 1999.

GENERAL GOVERNMENT PROGRAM PLAN

Expense Summary for Deputy County Executive		FTEs*
1998 Adopted Budget	\$ -	
County Executive	\$ 219,103	2.00
Deputy County Executive	\$ 2,264,343	28.00
Cultural Resources	\$ 1,746,173	12.50
Cultural Development	\$ 4,223,953	6.25
Total 1998 Adopted Budget	\$ 8,453,572	48.75
Base Increment**		
County Executive	5,753	
Deputy County Executive	579,039	2.00
Cultural Resources	88,424	2.50
Cultural Development	(57,486)	
Total Base Increment	615,730	4.50
Adjusted Base		
County Executive	224,856	2.00
Deputy County Executive	2,843,382	30.00
Cultural Resources	1,834,597	15.00
Cultural Development	4,166,467	6.25
Total Adjusted Base	9,069,302	53.25
Deputy County Executive		
Significant Program Reductions		
Operational Efficiencies	(158,411)	(1.00)
Significant Program Additions		
King County Works!	14,000	
Departmental Labor/Management Initiatives	50,000	
ESA/Admin Asst I - County Executive	44,311	1.00
ITS O&M	37,840	
Technical Adjustments***		
Central Rates	46,793	
Planning Reorganization	(167,673)	(2.00)
Total Deputy County Executive	2,935,098	30.00
Cultural Resources		
Significant Program Reductions		
Special Project Completion	(97,254)	
Program Reductions	(120,387)	
Administrative Savings/Reductions	(65,500)	(1.00)
Significant Program Additions		
Metro Personnel/Community Arts Correction	82,889	
Technical Adjustments***		
Central Rates	18,253	
Additional Telecommunications Costs	1,528	
Total Cultural Resources	1,654,126	14.00
Cultural Development		
Significant Program Additions		
Programmatic Changes	855,825	0.75
Technical Adjustments***		
Central Rates	(13,722)	
Total Cultural Development	5,008,570	7.00
1999 Executive Proposed	9,597,794	51.00

* FTEs do not include extra help, overtime nor term limited positions.

** This includes revised 1998 adopted, initial status quo, and proposed status quo increments.
Under FTEs, annualization is included.

*** This includes salary and benefit adjustments, volume increases, inflation, central rates adjustments, and annualization of 1998 supplementals.

GENERAL GOVERNMENT PROGRAM PLAN

PROGRAM HIGHLIGHTS

Significant Program Reductions

Deputy County Executive:

Operational Efficiencies - (\$158,411/1.00 FTE). Implementation of new office operating efficiencies will result in a cost savings of \$158,411. These efficiencies are comprised of reductions in contract and other professional services. The 1999 Executive Proposed Budget includes the reduction of 1.00 FTE Administrative Assistant III - County Executive (\$70,137).

Cultural Resources:

Special Project Completion - (\$97,254). The Sustained Support Program will be reduced to reflect the successful completion of several one-time only projects during 1998.

Program Reductions - (\$120,387). Reductions were made to the Sustained Support Program, the Pacific Science Center program was reduced to a level consistent with comparable arts institutions, and the gallery program was eliminated.

Administrative Savings/Reductions - (\$65,500/1.00 FTE). Administrative expenses were reduced to reflect efficiencies resulting from: on-line services; reductions in central printing costs and public art program outreach materials; and elimination of two half-time positions.

Significant Program Additions

Deputy County Executive:

King County Works! - \$14,000. King County Works! is a multi-media project designed to bring King County services and information closer to the citizens we serve. This will be accomplished through the County website, group e-mails, threaded discussion boards, a "Citizens Guide to King County" on CD-ROM, Executive branch programming for King County Civic TV, and contact management software that will enable the Executive's Office to target postal mail and e-mail to citizen stakeholders. The project will also improve news media access to the Executive's news conferences through a new telephone "listen-line".

Departmental Labor/Management Initiatives - \$50,000. The Executive Proposed Budget includes funding to conduct surveys, publish materials, conduct a quality awards program and provide training and technical assistance to the quality leadership council, directors, and staff.

Endangered Species Act/Administrative Assistant I - County Executive - \$44,311/1.00 FTE. The Executive Proposed Budget includes funding for an Administrative Assistant I to provide office support to the Endangered Species Act work program element within the Deputy County Executive's office.

ITS O&M - \$37,840. In 1999, the Department of Information and Administrative Services will provide Local Area Network (LAN) support to the Executive Office. The Executive Proposed Budget includes reimbursement to ITS for these support services.

Cultural Resources:

Metro Personnel/Community Arts Correction - \$82,889. The Executive Proposed Budget reinstates moneys inadvertently removed during the Metro/King County consolidation.

Cultural Development:

GENERAL GOVERNMENT PROGRAM PLAN

Programmatic Changes - \$855,825/.75 FTE. This proposal uses hotel/motel tax revenues to: provide additional support for Arts and Heritage Education, Arts and Heritage Facilities, Arts and Heritage Facilities Emergency, Arts Debt Service, Arts and Heritage Special Projects, Community Arts Initiative, and Music Festival; increase the capacity to monitor and administer contracts; and retain the Historic Preservation Assistant eliminated from Cultural Resources' budget.

Technical Adjustments

Deputy County Executive:

Planning Reorganization - (\$167,673/2.00 FTE). As a result of the reorganization of the strategic planning activities within King County to a new Office of Regional Policy and Planning, two Executive Administrative Assistant IVs were transferred to the new agency.

Central Rate Adjustments - \$46,793. These adjustments are comprised of central rate changes in Flex Benefits, ITS Infrastructure, Telecommunications, Motor Pool, Tenant O&M, Finance rates, and Radio rates.

Cultural Resources:

Additional Telecommunications Costs - \$1,528. Reflects additional costs for telecommunications and phone lines for Logan/Knox settlement employees.

Central Rate Adjustments - \$18,253. These adjustments are comprised of central rate changes in Flex Benefits, ITS O&M, ITS Infrastructure, Telecommunications Direct, Telecommunications Overhead, Motor Pool, Building Modernization, and Finance.

Cultural Development:

Central Rate Adjustments - (\$13,722). These adjustments are comprised of central rate changes in Flex Benefits, CX Overhead, Telecommunications Direct, Telecommunications Overhead, Debt Service, and Finance.

OTHER SIGNIFICANT ISSUES

Logan Knox Compliance

Deputy County Executive:

In compliance with the Logan Knox agreement, the Deputy County Executive's Office added 2.0 FTE Administrative Assistant I - County Executive to provide office support.

Cultural Resources:

In 1999 Cultural Resources will employ an Arts Coordinator I to provide administrative support to the public art program and technical assistance to the Public Art Commission; an Arts Coordinator II to provide management support to the public art program; a Heritage Program Coordinator II to provide technical and administrative support to King County cultural commissions and committees; and a LAN Administrator to provide computer network support. Truly temporary resources will be utilized as required by projects throughout the year.

OFFICE OF BUDGET

Mission

Office of Budget

To provide effective financial management and control over King County's resources.

ISSUES AND PRIORITIES

The Budget Office provides leadership and direction to budgeting and financial monitoring for County government..

During 1999, the Budget Office will work closely with individual County agencies to assure continuing high standards of fiscal management and provide analysis of issues of concern to the Executive

Expense Summary for Office of Budget		FTEs*
1998 Adopted Budget	\$ 6,178,823	59.00
Base Increment**	438,196	4.50
Adjusted Base	6,617,019	63.50
Significant Program Reductions		
Office Efficiencies	(581,415)	(2.00)
Loan-Out Labor/Benefits	(71,060)	
Significant Program Additions		
ITS - O&M Charges	149,245	(1.00)
Office 97 Software/EDP Equipment	15,365	
Harborview Medical Center Fiscal Study	100,000	
Technical Adjustments***		
Central Rates	10,503	
Benefit Adjustment (Programmer III)	5,616	
Reorganization of Planning Function	(3,147,315)	(24.50)
1999 Executive Proposed	3,097,958	36.00

* FTEs do not include extra help, overtime nor term limited positions.

** This includes revised 1998 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** This includes salary and benefit adjustments, volume increases, inflation, central rates adjustments, and annualization of 1998 supplementals.

PROGRAM HIGHLIGHTS

Significant Program Reductions

Operational Efficiencies - (\$581,415/2.0 FTE). Implementation of new office operating efficiencies will result in cost savings of \$424,485. These efficiencies are comprised of reductions in consulting, contract and other professional services and miscellaneous operating accounts. The Executive Proposed Budget includes the reduction of a Budget Analyst (\$74,346/1.00 FTE) and a Planner (\$82,584/1.00 FTE).

Loan-Out Labor/Benefits - (\$71,060). This reduction reflects the proportional reimbursement of

GENERAL GOVERNMENT PROGRAM PLAN

staff salary/benefits costs associated with staff support within the Economic Development Section for CDBG-related work program activities.

Significant Program Additions

ITS - O&M Charges - \$149,245/(1.00 FTE). The 1999 budget includes the proposal to return responsibility for operational maintenance of the County's budget preparation system (Essbase) to the Department of Information and Administrative Services. This transfer of responsibility will result in overall maintenance and cost efficiencies.

Office 97 Software/EDP Equipment - \$15,365. This proposal will upgrade current software to the state-of-the-art software. Installation of Office 97 will improve internal and external electronic communication.

Harborview Medical Center (HMC) Fiscal Study - \$100,000. This add is in response to Ordinance 12900, directing the County to have an independent evaluation performed on Harborview Medical Center's financial information that was included in the Arthur Andersen report submitted to the County in May 1997. The Arthur Andersen report supported changes between the County and HMC, regarding HMC's commitment to reserve funds for plant depreciation. The Ordinance clarified responsibility for the funding of major capital improvements associated with fixed equipment and moveable equipment. The ordinance also called for "the requirement to fund depreciation reserves" to be re-evaluated upon the completion (May 1, 1999) of the independent evaluation.

Technical Adjustments

Benefit Adjustment (Programmer III) - \$5,616. This proposal corrects benefit calculations for the Programmer Analyst III.

Central Rate Adjustments - \$ 10,503. These adjustments are comprised of central rate changes in Flex Benefits, Telecommunications, Motor Pool, data processing, tenant operating and maintenance costs, Radio rates and Finance rates.

Reorganization of Planning Function - (\$3,147,315/23.50 FTE). The reorganization of the Office of Budget and Strategic Planning results in a decrease of \$3,147,315 and 23.50 permanent and 1.00 Term Limited FTEs. The planning, economic development and job initiative work program elements were transferred to the new Office of Regional Policy and Planning.

Other Significant Changes

Logan Knox Compliance

In compliance with the Logan Knox agreement the Budget Office added 2.00 FTE. The new positions are 1.00 Office Technician II handling the accounts payable function and the other is a Planner I in Economic Development.

REGIONAL POLICY AND PLANNING, OFFICE OF

ISSUES AND PRIORITIES

Mission

Office of Regional Policy and Planning

To provide policy direction and coordinated planning on growth management issues within King County government.

The Office of Regional Policy and Planning is responsible for coordinating planning within the Executive branch of County government, including growth management, transportation, water resources and other infrastructure components. This Office will focus on integrating the various growth management planning and implementation activities and

translating them into a cohesive strategy for King County. In accomplishing this task, Regional Policy and Planning is also taking the lead in working with King County's numerous regional partners, including Seattle, suburban cities, special districts, neighboring counties and others to implement these regional initiatives. Updating the County's comprehensive plan will be a major focus of the Office in 1999.

Expense Summary for Office

of Regional Policy & Planning

FTEs*

1998 Adopted Budget	\$ -	0.00
Base Increment**	0	0.00
Adjusted Base	0	0.00
Significant Program Reductions		
Miscellaneous Operating Accounts	(8,875)	
Significant Program Additions		
Comprehensive Plan EIS/Updates	250,000	
Governance Alternative Studies	40,000	
ESA/Planning Program Area I	69,075	1.00
Technical Adjustments***		
Central Rates	(475)	
Reorganization Planning Function	3,314,988	27.50
1999 Executive Proposed	3,664,713	28.50

* FTEs do not include extra help, overtime nor term limited positions.

** This includes revised 1998 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

*** This includes salary and benefit adjustments, volume increases, inflation, central rates adjustments, and annualization of 1998 supplementals.

PROGRAM HIGHLIGHTS

Significant Program Additions

Comprehensive Plan - \$250,000. The 1999 Executive Proposed Budget proposes the addition of \$250,000 for the 2000 Update of the King County Comprehensive Plan. This update will be the first major revision of the Comprehensive Plan since its adoption in 1994. This is a one-year allocation to

GENERAL GOVERNMENT PROGRAM PLAN

fund the environmental review of the proposed amendments (\$150,000), public outreach (\$50,000) and production of the documents (\$50,000).

Governance Alternative Studies - \$40,000. The Executive Proposed Budget includes an appropriation of \$40,000 for on governance study for urban unincorporated King County. In 1998, studies were completed or initiated in Sammamish, North Highline and Westhill/Skyway. This proposal continues the analysis of governance options for one of the remaining communities which are currently unincorporated and west of the urban growth line.

Endangered Species Act (ESA) Program Area I - \$69,075/1.00 FTE. The Executive Proposed Budget includes funding for a Senior Planner dedicated to the Endangered Species Act (ESA) work program.

Technical Adjustments

Reorganization of Planning Function - \$3,314,988/26.50 FTE. This appropriation reflects the moneys and FTEs transferred from the Office of Budget and Strategic Planning (\$3,147,315 and 23.50 FTEs) and the Deputy County Executive (\$167,673 and 3.00 FTEs) as a result of the Executive's desire to reorganize the County's planning function.

HUMAN RESOURCE MANAGEMENT, OFFICE OF

Mission

**Office of Human Resource
Management**

Our mission is to provide quality and cost-effective human resource management and consulting services valued by and designed to meet our customers' business needs.

ISSUES AND PRIORITIES

Set forth below are OHRM's key objectives and milestone issues for 1999 as established in OHRM's 1999-2002 Business Plan.

***OFFICE OF HUMAN RESOURCE
MANAGEMENT (CX)***

Build, purchase, and apply technology and process improvement techniques to improve our timeliness, accuracy, and efficiency.

- Enhance technology infrastructure, hardware maintenance, hardware and software upgrades, and monitoring tools.
- Automate human resources processes (hiring/selection, benefits enrollment, training registration, worker's compensation claims administration).
- Design and implement a human resources records management and retrieval system.

Implement mandatory processes affecting County employment practices.

- Establish systems to monitor the usage of temporary employees.
- Respond to current and emerging litigation.
- Reconcile pay differences between County and Metro pay systems and schedules.
- Negotiate labor agreements consistent with Executive and Council mandates.
- Produce useful and timely affirmative action reports, availability updates, and progress reports.

Develop and implement a plan for improving the County organizational culture and climate to support the Executive's vision.

- Promote the Executive's labor/management partnership initiatives (Alternative Dispute Resolution services, gainsharing, quality improvement).
- In partnership with departments, develop and implement programs to reduce losses and expenses from employment-related claims (interdisciplinary teams, management training and development).
- Develop resources for departments to address discrimination claims or concerns (investigation services, informal resolution services).
- Enhance employee communication systems in order to promote the Executive's vision, share critical business information, and improve customer service.

EMPLOYEE BENEFITS & WELL-BEING

Build and/or purchase and apply technology and process improvement techniques to improve our timeliness, accuracy, and efficiency.

- Build "on-line" benefits enrollment system in the new HR/Payroll (Peoplesoft) project for direct use by all line departments and employees in order to increase the speed and accuracy of benefits transactions.
- Incorporate all system and process improvements in the new HR/Payroll system to ensure all benefits transactions are legal, timely, fair and consistent.

Develop a "case management" model and enhance OHRM staff technical competence to provide a more "high touch" approach to customers' needs.

GENERAL GOVERNMENT PROGRAM PLAN

- Develop a definition of skills competency for each type and level of job in Benefits and Well-Being.
- Develop individual professional/technical training skills development plan for every Benefits and Well-Being staff member.

Design programs which meet organizational needs and fiduciary responsibilities.

- Implement “life stage” investment education program to reduce the County’s fiduciary liability in operating a “self-directed” Section 457 deferred compensation plan.
- Adapt/eliminate current services and design/implement new services as the demographics of our employee population change.
- Meet regularly with line department personnel and gather employee feedback to better understand customer needs.
- Develop external contacts with other human resources professionals and service providers to keep abreast of developments in our field and to develop a network of resources to apply to problems and opportunities.

SAFETY AND CLAIMS MANAGEMENT

Purchase and implement the new Claims Management Software System.

- Develop interface between the new Claims Management System and Peoplesoft which automates time loss wage replacement payments in accordance with all labor contracts.
- Develop an interface to the new Claims Management system and the new accounts payable system to automate medical payments and explanation of benefits.
- Develop Intranet worker compensation claims and safety reporting modules.

Design and implement a worker compensation, pre-employment, and annual medical surveillance medical records management and electronic retrieval system.

- Scan current records into electronic format.
- Purchase and install imaging software and hardware.

Integrate Early Return to Work and Disability Management programs.

- In partnership with departments, develop and implement programs to reduce losses and expenses from employment-related claims.

GENERAL GOVERNMENT PROGRAM PLAN

Expense Summary for Office of Human Resource Management		FTEs*
Office of Human Resource Management		
Office of Human Resource Management (CX)	5,851,856	77.50
Employee Benefits & Well Being	72,748,027	18.00
Safety and Claims Management	13,339,708	22.00
Total 1998 Adopted Budget	91,939,591	117.50
Base Increment**		
Office of Human Resource Management (CX)	221,286	0.00
Employee Benefits & Well Being	4,644,961	1.00
Safety and Claims Management	735,242	2.00
Total Base Increment	\$ 5,601,489	3.00
Adjusted Base (98 Adopted + Base Incr.)		
Office of Human Resource Management (CX)	6,073,142	77.50
Employee Benefits & Well Being	77,392,988	19.00
Safety and Claims Management	14,074,950	24.00
Total Adjusted Base	97,541,080	120.50
Office of Human Resource Management (CX)		
Significant Program Reductions		
Training & Organization Development	(100,707)	
Class/Comp and Personnel Services Program Reductions	(244,603)	(2.50)
Significant Program Additions		
Labor Negotiators and Compensation Analyst		3.50
Carpet Replacement	4,000	
Technical Adjustments***		
Central Rate Adjustments	(37,133)	
Loan-Out Labor Benefit Adjustments	(17,630)	
Total Office of Human Resource Management (CX)	5,677,069	78.50
Employee Benefits & Well Being		
Significant Program Reductions		
Child Care Center	(301,450)	(1.00)
Significant Program Additions		
Premium Rates and Enrollement Changes	3,695,734	
Deferred Compensation Program	147,077	1.00
HR Payroll Project & FMLA Support	142,637	1.00
Staff Training/Retirement Workshops	10,000	
Well Street News Intra & Internet Services	5,000	
Technical Adjustments		
Operating Account Adjustments	8,990	
Central Rate Adjustments	(107,626)	
Total Employee Benefits & Well Being	80,993,350	20.0
Safety & Claims Management		
Significant Program Additions		
Claims Costs Adjustments	360,000	
Claims Management System	165,000	
Disability Coordinator	36,089	
Summer Intern	32,295	
Technical Adjustments		
Central Rate Adjustments	(136,452)	
Total Safety & Claims Management	14,531,882	24.0
1999 Executive Proposed	101,202,301	122.5

* FTEs do not include extra help, overtime, or term limited positions.

** This includes revised 1998 adopted, initial status quo, and proposed status quo increments.
Under FTE's, annualization is included.

*** This includes salary and benefit adjustments, volume increases, inflation, central rates adjustments, and annualization of 1998 supplementals.

PROGRAM HIGHLIGHTS

Significant Program Reductions

Office of Human Resource Management (CX):

Training and Organizational Development - (\$100,707). Training and Organization Development (TOD) coordinates the provision of training to County employees using private vendors to teach the courses in most instances. TOD's consulting services budget will be reduced, leaving a balance of \$90,000 to provide training to County employees. TOD will preserve the most popular courses, with an emphasis on retaining supervisory skills courses.

Class/Comp and Personnel Services Program Reductions - (\$244,603/2.5 FTEs). The classification portion of the Class/Comp Project will be winding down by the end of 1998. A new Compensation Unit will be created that will be responsible for all compensation matters and support the collective bargaining process. There will only be one Personnel Analyst remaining in this new Unit as a result of this budget cut, which will mean that management compensation reviews or reclassifications will be severely curtailed. OHRM will contract with a private vendor to perform these reviews and reclassifications and departments will be billed directly for these services.

A Human Resource Specialist and OT II currently support the Layoff/Recall Resource Center that was established in 1997. The Office Technician II will be eliminated and the Human Resource Specialist will be reassigned to perform regular personnel analyst duties. Thus, one Personnel Analyst II will be cut from the Personnel Services Division. The Center will close on December 31, 1998.

Much of the Logan/Knox settlement work will be completed in 1998, such as implementation of hiring preference provisions and claims disbursement, and the budget associated with these activities may be eliminated.

OHRM-Employee Benefits and Well Being:

Child Care Center - (\$301,450/1.0 FTE). Due to rapidly escalating capital development and operational costs, the Child Care Center Program proposal will no longer be pursued. There will be a net reduction of \$301,450, which includes among other things the elimination of a 1.0 FTE Capital Project Coordinator position which was dedicated to this project and projected ramp-up funds for the initial implementation of the program.

Significant Program Additions

Office of Human Resource Management (CX):

Labor Negotiators and Compensation Analyst - 3.5 FTEs. These positions are being added at the direct request of customer agencies, who need specific and dedicated Human Resource services. These cost of these positions will be paid and reimbursed by the customer agencies through a loan-out labor account and so there is zero net effect to the OHRM budget. The positions include: 1.0 FTE Labor Negotiator-Solid Waste; 0.5 FTE Comp Analyst-Solid Waste; 1.0 FTE Labor Negotiator-Transit; and 1.0 FTE Program Analyst-Finance).

Carpet Replacement - \$4,000. As a safety issue, the carpet in the office area will be replaced at a cost of \$4,000.

OHRM-Employee Benefits and Well Being:

Premium Rates and Enrollment Changes - \$3,695,734. The cost for the County's self-funded medical plans are projected to rise by well over 10% in 1999 and the renewal rates for the managed care plans are rising in the range of 5.0% to 9.0%. In addition, enrollment is increasing with the effect of adding the new term-limited employees who became eligible for full benefit coverage in 1998.

Deferred Compensation Program - \$147,077/1.0 FTE. One position has been added for the deferred compensation program to expand program services in order to meet fiduciary responsibilities.

HR Payroll Project and FMLA Support - \$142,637/1.0 FTE/2.0 TLP. One regular position has been added to assist in the implementation of the FMLA and proposed County Family Leave revisions. In addition, two term-limited positions have been added to backfill for regular Benefits staff who have been assigned to work on the implementation of the HRIS/Peoplesoft program.

Staff Training/Retirement Workshops - \$10,000. A total of \$10,000 has been added to the training budget to cover professional staff training and to present some professional workshops to assist County employees with planning for their retirement.

Well Street News Intra & Internet Services - \$5,000. A modest amount has been added to the budget to publish the Benefits newsletter, the Well Street News on the intra and internet.

Safety and Claims Management

Claims Costs Adjustment - \$360,000. This is largely a technical adjustment to distribute lump sum payments from Water Quality and Transit into individual accounts within the budget for Safety and Claims Management.

Claims Management System - \$165,000. The current claims management system is not Year 2000 compliant. This appropriation will enable Safety and Claims Management to purchase software that is Year 2000 compliant, as well as, convert current medical records into an electronic format. Funding of both items will result in staff and cost efficiencies.

Disability Coordinator - \$36,089. Safety and Claims Management will fund .50 FTE Disability Coordinator within the Office of Human Resource Management. This position will support the Workers' Compensation return to work program.

Summer Interns - \$32,295. The Executive Proposed Budget includes \$32,295 to support two summer interns employed to work on special projects associated with the Workers' Compensation program.

Technical Adjustments

Office of Human Resource Management (CX):

Central Rate Adjustments - (\$37,133). These are comprised of central rate changes in flex benefits, data processing, telecommunications, tenant rate adjustments, finance rates, and motor pool.

Loan-Out Labor Benefit Adjustments - (\$17,630). This is a technical adjustment to the benefits of the loan-out labor account in OHRM.

OHRM-Employee Benefits and Well Being:

Operating Account Adjustments - \$8,990. This is a series of minor adjustments to various operating accounts to better reflect the need in 1999.

Central Rate Adjustments - (\$107,626). These are comprised of central rate changes in flex benefits, CX overhead, data processing, telecommunications, debt service, tenant rate adjustments, and finance rates.

Safety and Claims Management

GENERAL GOVERNMENT PROGRAM PLAN

Central Rate Adjustments - (\$136,452). These are comprised of central rate changes in flex benefits, CX overhead, data processing, telecommunications, debt service, tenant rate adjustments, and finance rates.

OTHER SIGNIFICANT ISSUES

Logan Knox Compliance. The department has taken the necessary steps to comply with the Logan Knox agreement.

FINANCE

***Mission
Finance***

To provide fast, accurate, useful and professional financial services for the citizens and government of King County.

ISSUES AND PRIORITIES

In 1999, the Department will continue implementation of the Financial Systems Replacement Program. This Program will replace the County's aging legacy systems with a consolidated accounting, payroll and human resources system.

The Department will also continue to partner with customer departments to implement business process improvements and realize operational efficiencies for various financial processes.

The County's procurement and contract functions will be combined into one division that will handle the procurement of all goods and services county-wide.

For the County investment pool, Finance will maintain a solid earnings records above what participants could earn if they invested individually.

Finally, the Department will continue to improve teambuilding within their business units in order to foster high performing and effective work teams.

GENERAL GOVERNMENT PROGRAM PLAN

Expense Summary for Finance		FTEs*
Finance		
Finance/CX	5,466,381	0.00
Financial Services Fund	17,671,393	199.00
Total 1998 Adopted Budget	23,137,774	199.00
Base Increment**		
Finance/CX	(2,203,029)	
Financial Services Fund	611,699	2.00
Total Base Increment	\$ (1,591,330)	2.00
Adjusted Base (98 Adopted + Base Incr.)		
Finance/CX	3,263,352	0.00
Financial Services Fund	18,283,092	201.00
Total Adjusted Base	21,546,444	201.00
Finance/CX		
Significant Program Reductions		
Treasury Operating Account Reductions	(22,897)	
Technical Adjustments		
Central Rate Adjustments	(289,200)	
Total Finance/CX	2,951,255	0.00
Financial Services		
Significant Program Reductions		
None		
Significant Program Additions		
Accounts Payable Staff Increase	53,201	1.00
Payroll Overtime	20,047	
Capital Replacement	17,796	
WMBE Apprenticeship Program	149,114	2.00
Business Development Technical Assistance	81,062	1.00
Additional Services to Wastewater	276,832	4.00
Technical Adjustments		
Operating Accounts Adjustments	162,374	
Exchange Building Rent Adjustment (17th floor)	121,921	
Central Rate Adjustments	(314,127)	
Total Financial Services	18,851,312	209.00
1999 Executive Proposed	21,802,567	209.00

* FTEs do not include extra help, overtime, or term limited positions.

** This includes revised 1998 adopted, initial status quo, and proposed status quo increments: Under FTE's, annualization is included.

*** This includes salary and benefit adjustments, volume increases, inflation, central rates adjustments, and annualization of 1998 supplementals.

PROGRAM HIGHLIGHTS

Significant Program Reductions

Finance - CX:

Treasury Operating Account Reductions – (\$ 22,897). These represent reductions in Treasury Section operating accounts, which are 100 % supported by Current Expense funding in order to comply with the Executive's target reductions.

Significant Program Additions

Financial Services – Non-CX:

Accounts Payable Staff Increase - \$ 53,201/1.00 FTE. In response to State Audit findings, this item adds one FTE to the Accounts Payable Section to address deficiencies in the identification and recovery of duplicate payments.

Payroll Overtime - \$ 20,047. This item adjusts the overtime budget to reflect cost of living increases and more accurately reflect the projected 1999 level.

Capital Replacement - \$17,796. This item would improve operational efficiencies by upgrading personal computer systems in some Financial Management Division sections. Currently, numerous staff members are not able to simultaneously access the county-wide electronic mail system, scheduling modules and other software programs.

WMBE Apprenticeship Program - \$ 149,114/2.00 FTE. In accordance with the Council-approved operation plan, this item would provide the staffing and support for full implementation of the contractual requirements of the Apprenticeship Program.

Business Development Technical Assistance - \$ 81,062/1.00 FTE. This item responds to the requirement per King County Code for the WMBE Division to provide technical assistance to WMBE firms. This project is funded by monies specifically designated for Tier 2 technical assistance programs.

Additional Services to Wastewater - \$ 276,832/4.00 FTEs. This amount pays for 4 FTEs as requested by the Department of Natural Resources to provide contracting expertise and administrative finance support for Wastewater Treatment Division.

Technical Adjustments

Finance - CX:

Central Rate Adjustments – (\$ 289,200). These are comprised of central rate changes in flex benefits, data processing, telecommunications, tenant rate adjustments, finance rates, CX overhead and motor pool.

Financial Services – Non-CX:

Operating Accounts Adjustments - \$ 162,374. Several adjustments were made to more accurately reflect projected salary and operating costs to 1999 levels. The most significant adjustments, totaling \$50,241, were related to the equalization of compensation for the supervisors within the Financial Management Division.

Exchange Building Rent Adjustment - \$ 121,921. This adjustment reflects direct payment of Exchange Building rent. Payments made in the prior years were through indirect billings from ITS –

GENERAL GOVERNMENT PROGRAM PLAN

Information Technology. This adjustment transfers payment responsibility directly to Finance.

Central Rate Adjustments – (\$ 314,127). These are comprised of central rate changes in flex benefits, data processing, telecommunications, tenant rate adjustments, finance rates, CX overhead and motor pool.

OTHER SIGNIFICANT ISSUES

Financial Services – Non-CX:

Logan Knox Compliance. The department has taken the necessary steps to comply with the Logan Knox agreement.

INFORMATION & ADMINISTRATIVE SERVICES

Mission
**Information &
Administrative Services**
To serve the public and enable
others to serve.

ISSUES AND PRIORITIES

The Department of Information and Administrative Services provides a variety of services to King County and its citizens. These functions include Information and Telecommunications Services, Licensing and Regulatory Services, Records and Elections, Risk Management, Civil Rights Enforcement, the

County's Cable Communications Office and the Board of Ethics, and Emergency Management, which is reported in the Law, Safety, and Justice program plan.

The Information and Telecommunications Services (ITS) Division provides information system development and processing, technology planning, telecommunications, the County's Institutional Network (INET), network services, and printing and graphic services. In 1999, ITS will focus its services on core competencies, its mission and ensuring the County is Year 2000 compliant. ITS will continue to provide information system support to County agencies as well as provide staff support to the Information Resource Council (IRK) as it reviews proposed technology projects and develops technology policies for the County.

The Licensing and Regulatory Services (LARS) Division serves several functions: managing animal control issues, operating customer service centers throughout the County, and handling business, marriage, animal, and vehicle/vessel licenses. In 1999, the Division plans to implement changes aimed at improving customer service efficiency. It will do so by maintaining King County Community Service Centers which make it easier for working people to access county services and by focusing Animal Control efforts on service demand while more closely tying service levels to resources. The Division will continue to train staff in providing quick and accurate information and provide electronic access to many licensing functions. Finally, the Animal Control Section, in its continued efforts to increase pet adoptions and pet identification, will use the County's Cable Television station to educate the public about these services, and continue its participation in national and regional events to promote pet adoptions.

The Records and Elections Division is moving forward with new computer systems in the Elections and Recording offices. An Open Access Recording System (OARS) will make it easier for the public to access records. The Recorder's Office anticipates that this system will eventually enable the public to view a list of available documents on the internet and submit documents electronically.

The Risk Management Division will continue to administer and provide quality risk management services to County agencies to help them minimize their property losses and to adjust citizen tort claims in a fair and timely manner. A major new emphasis will be placed on proactive loss prevention and control. Working with selected agencies, Risk Management will review County agency operations to advise them on how to help prevent and control their exposures to losses.

The Office of Civil Rights Enforcement (OCRE) enforces County ordinances prohibiting discrimination in housing, employment, and public accommodations. OCRE also works to ensure that King County government programs, services and facilities are accessible to persons with disabilities.

GENERAL GOVERNMENT PROGRAM PLAN

Expense Summary for Dept. of Info. and Admin. Services		FTEs*
Section Name		
Executive Administration/OCRE	850,365	11.50
Licensing and Regulatory Services	5,660,277	89.00
Records and Elections	7,203,621	76.18
Recorder's O & M	956,832	5.50
Risk Management	16,979,709	15.00
Information and Technology Services - Information Technology	20,889,882	155.00
Information and Technology Services - Telecommunications	1,916,049	8.00
Information and Technology Services - Printing and Graphic Arts	2,657,185	21.50
Cable Communications	144,007	13.50
Total 1998 Adopted Budget	57,257,927	395.18
Base Increment**		
Executive Administration/OCRE	53,979	0.50
Licensing and Regulatory Services	237,392	2.00
Records and Elections	402,984	4.45
Recorder's O & M	14,530	0.00
Risk Management	114,914	0.00
Information and Technology Services - Information Technology	(242,193)	1.00
Information and Technology Services - Telecommunications	(45,672)	0.00
Information and Technology Services - Printing and Graphic Arts	(67,981)	0.00
Cable Communications	3,243	0.00
Total Base Increment	471,196	7.95
Adjusted Base (98 Adopted + Base Incr.)		
Executive Administration/OCRE	904,344	12.00
Licensing and Regulatory Services	5,897,669	91.00
Records and Elections	7,606,605	80.63
Recorder's O & M	971,362	5.50
Risk Management	17,094,623	15.00
Information and Technology Services - Information Technology	20,647,689	156.00
Information and Technology Services - Telecommunications	1,870,377	8.00
Information and Technology Services - Printing and Graphic Arts	2,589,204	21.50
Cable Communications	147,250	13.50
Total Adjusted Base	57,729,123	403.13
Executive Administration/OCRE		
Technical Adjustments***		
Central Rate Adjustments	(15,948)	
Total Executive Administration/OCRE	888,396	12.00
Licensing and Regulatory Services		
Significant Program Reductions		
Animal Control 5 Day Week	(145,837)	(3.00)
Technical Adjustments***		
Central Rate Adjustments	(47,304)	
Total Licensing and Regulatory Services	5,704,528	88.00

GENERAL GOVERNMENT PROGRAM PLAN

Records and Elections		
Significant Program Reductions		
Voter Registration & ARM Extra Help Funds	(142,382)	
Records Management Shelving Budget	(7,104)	
Primary Voter's Pamphlet	(187,403)	
Voter's Pamphlet for Newly Incorporated Areas	(10,095)	
Significant Program Additions		
Polling Place Fee Increase	45,734	
Odd Year Voters' Pamphlets	219,099	
Elections Odd Year Printing	105,559	
Technical Adjustments***		
Central Rate Adjustments	(49,593)	
Total Records and Elections	7,580,420	80.63
Recorder's O & M		
Technical Adjustments***		
Central Rate Adjustments	(5,069)	
Total Licensing and Regulatory Services	966,293	5.50
Risk Management		
Significant Program Additions		
Proactive Loss Control Program	182,492	2.0
1999 Claims/Insurance Premiums	861,304	
Technical Adjustments***		
Central Rate Adjustments	(791,564)	
Total Risk Management	17,346,855	17.00
Information and Technology Services - Information Technology		
Significant Program Reductions		
Miscellaneous Operating Reductions	(1,804,218)	(14.00)
Significant Program Additions		
Technology Learning Center and Program Staff	300,000	2.00
Disaster Recovery Site	100,000	
Local Area Network Architect	71,479	1.00
Administrative Staff Consolidation	181,400	4.00
GIS Capital Project Staffing	204,600	
Budget System Support Staffing	204,216	3.00
Desktop Upgrades	30,000	
Technical Adjustments***		
PONS file and Operating Expense Adjustments	228,017	
Central Rate Adjustments	(326,996)	
Total Information and Technology Services - Information Technology	19,836,187	152.00

GENERAL GOVERNMENT PROGRAM PLAN

Information and Technology Services - Telecommunications		
Significant Program Additions		
Universal Five Digit Dialing	85,000	
Technical Adjustments***		
Systems Services Adjustments	50,186	
Central Rate Adjustments	22,825	
Total Information and Technology Services - Telecommunications	2,028,388	8.00
Information and Technology Services - Printing and Graphic Arts		
Significant Program Reductions		
Administrative Staff Consolidation	(64,994)	(4.00)
Significant Program Additions		
Increase in EDP supplies	100,000	
Technical Adjustments***		
Central Rate Adjustments	(2,800)	
Total Information and Technology Services - Printing and Graphic Arts	2,621,410	17.50
Cable Communications		
Significant Program Additions		
Institutional Network Operations Staff - Funded by CIP	172,995	2.50
Loan Out Labor - Institutional Network Operations Staff	(172,995)	
TCI Rebate Program Implementation Costs	12,821	
Technical Adjustments***		
Central Rate Adjustments	(13,216)	
Total Cable Communications	146,855	16.00
1999 Executive Proposed	57,119,332	396.63

* FTEs do not include extra help, overtime, or term limited positions.

** This includes revised 1998 adopted, initial status quo, and proposed status quo increments.
Under FTE's, annualization is included.

*** This includes salary and benefit adjustments, volume increases, inflation, central rates adjustments, and annualization of 1998 supplementals.

PROGRAM HIGHLIGHTS

Significant Program Reductions

Licensing and Regulatory Services

Animal Control 5 Day Week – (\$145,837/3.0 FTEs). Service operation hours and 3 FTEs from the Animal Control Program are being reduced. Instead of providing seven days of service, there would be a reduction to five days, except for emergency services. The service provided on the remaining five days will be improved. The fifteen remaining staff will cover for a longer period of time (7am to 9pm) and provide more complete coverage, thus decreasing the response time for field service requests.

Records and Elections

Voter Registration & ARM Temporary Help Funds – (\$142,382). This reduction is possible because the work previously done by persons funded by Extra Help will be taken up by five appointed Body of Work positions in the Division. Thus, this reduction brings no loss of productivity and a

lessening of reliance on temporary personnel.

Records Management Shelving Budget – (\$7,104). This reduction is possible because the inactive records storage facility on East Fir Street will have reached capacity by the end of 1998. Thus, in 1999 the Record Center facility will be at capacity and will not need the budgeted funds.

Primary Voter's Pamphlet – (\$ 187,403). This reduction will discontinue the production of the mailed Primary election Voter's Pamphlet. Although this service has been provided for several years, state statute does not require that King County print such pamphlets. This reduction will bring the County into step with the State, which does not provide a Primary Voter's Pamphlet. In addition, the information formerly provided in these Pamphlets will be available on the County's website.

Voter's Pamphlet for Newly Incorporated Areas – (\$ 10,095). This reduction will remove the subsidy that funds a voter's pamphlet for the first elections in newly incorporated cities. Records and Elections will now bill cities in a similar manner as they do for Special Elections (100% revenue backing).

Information and Telecommunications Services – Information Technology

Operating Reductions – (\$1,804,218/14.0 FTEs). This reduction is in line with ITS – Information Technology re-organizing its divisions to allocate resources to the most mission-critical operations and to align staff with the department's core competencies. Included in this is a reduction in Exchange Building Rent (\$ 158,038) which, in 1999, will be paid directly by Finance.

Information and Telecommunications Services – Printing and Graphic Arts

Administrative Staff Consolidation – (\$ 64,994/4.0 FTEs). This amount represents, in part, 1.0 retiring FTE that will not be replaced. The remaining 3.0 FTE reduction is composed of 3 administrative positions transferred to ITS – Technology Services in its goal to consolidate the administrative functions for the entire division in one cost center. The cost reduction for these 3.0 FTE's is offset by the increase in corresponding payment to ITS – Technology Services for chargeback services provided by these positions.

Significant Program Additions

Records and Elections

Polling Place Fee Increase - \$ 45,734. This addition deals with an increase made in polling place rent from \$50 to \$80 per polling place, a \$30 increase. This fee has not changed since 1981. An ordinance passed in 1998 established this fee increase, and amended King County Code 1.08.

Odd Year Voter's Pamphlet - \$ 219,099. This addition deals with odd year costs for general election voter's pamphlets. The 1997 amount is used as a reference, with a three percent per year adjustment for inflation.

Elections Odd Year Printing - \$ 105,559. This addition deals with odd year costs for the printing of the ballots, notices of election, sample ballots, and related material for the primary and general elections. The 1997 amount is used as a reference, with a three percent per year adjustment for inflation.

Risk Management

Risk Management Proactive Loss Control Initiative - \$182,492/2.0 FTE. This will provide staff and consulting services to expand and augment Risk Management's proactive loss control efforts. A loss control manager will work with agency management to identify annual loss prevention issues and priorities, and to develop an annual work program. A \$65,000 increase in loss control contingency funds will enable the agency to bring in specialized loss prevention experts needed to support priority

projects.

1999 Claims/Insurance Premiums - \$861,304. This adjustment brings the claims and judgment account more in line with 1998 budgeted levels.

Information and Telecommunications Services – Information Technology

Technology Learning Center and Program Staff - \$ 300,000/2.0 FTE. This will provide funding to establish a Technology Learning Center that will offer its services to King County departments to improve awareness of technology products and applications, and to enhance the proficiency of employees in the use of technology. The positions associated with this project will provide overall management of key County technology investments and act as internal consultants to technology initiatives and business analysis and design.

Disaster Recovery Site - \$ 100,000. This addition supports implementation of a disaster recovery plan in the event of an emergency that renders the data center inoperable.

Local Area Network (LAN) Architect - \$ 71,479/1.0 FTE. This position will provide expertise in LAN architecture to support County agencies in the analysis, design, and implementation of their Local Area Networks.

Administrative Staff Consolidation - \$ 181,400/4.0 FTE. This amount pays for 4 administrative positions transferred to Data Processing (from Printshop) in its goal to consolidate the administrative functions for the entire division in one cost center.

GIS Capital Project Staffing - \$ 204,600/4.0 TLP. This amount pays for 4 Term Limited Positions as requested by the Department of Natural Resources to support the Water capital funded GIS projects.

Budget System Support Staffing - \$ 204,216/3.0 FTE. This amount pays for 1.0 FTE Local Area Network Administrator Position transferred from the Budget Office to support its local area network, and 2.0 FTEs for Budget Systems support and maintenance.

Desktop Upgrades - \$ 30,000. This amount provides Development Services staff with desktop computers that are as technologically advanced as those used by its customers.

Information and Telecommunications Services – Telecommunications

Universal Five Digit Dialing - \$ 85,000. This will provide funding to implement the changes needed in order to convert inter-county telephone communications to 5 digit dialing.

Information and Telecommunications Services – Printing and Graphic Arts

Increase in EDP Supplies – \$ 100,000. This provides additional funding for EDP supplies.

Cable Communications

Institutional Network (INET) Operations - \$ 172,995/2.5 FTEs (with an equivalent expenditure contra). This addition represents the 1999 salary costs of loan-out labor necessary to continue the INET project. The costs of these positions will be paid for by the Capital Cable Fund. This project is a net zero expenditure to the cable operations budget. The INET project will provide fiber optic connectivity to 300 public buildings in King County, including County facilities, schools, libraries, fire districts, and other institutions. The INET connection enables a number of beneficial applications, such as remote education programs, video conferencing for meetings and assemblies, and transmission of data.

TCI Rebate Program Implementation Costs - \$ 12,821. This addition represents the costs of administering and monitoring a Council passed ordinance allowing for a \$ 5 per month credit to TCI customers affected by the delay in TCI's rebuilding of its cable system in unincorporated King County.

Technical Adjustments

Licensing and Regulatory Services

Central Rate Adjustments – (\$ 47,304). These changes involve adjustments made for the next year to cover anticipated needs for motor pool, ITS charges, radio rates, building leases, finance rates, and flex benefits.

Executive Administration/OCRE

Central Rate Adjustments – (\$ 15,948). These are comprised of central rate changes in flex benefits, data processing, telecommunications, tenant rate adjustments, finance rates, CX overhead and motor pool.

Records and Elections

Central Rate Adjustments – (\$ 49,593). These changes involve adjustments made for the next year to cover anticipated needs for motor pool, ITS charges, radio rates, tenant charges, finance rates, and flex benefits.

Recorder's O & M

Central Rate Adjustments – (\$ 5,069). These changes involve adjustments made for the next year to cover anticipated needs for ITS charges, CX Overhead charges, finance rates, and flex benefits.

Risk Management

Central Rate Adjustments - (\$791,564). These are comprised of central rate changes in flex benefits, data processing, telecommunications, tenant rate adjustments, finance rates, CX overhead and motor pool. The largest central rate change is for the Prosecuting Attorney's Office (\$733,461) and reflects charges for employment tort work.

Information and Telecommunications Services – Information Technology

Salary Adjustments – \$ 228,017. This is a combination of several adjustments to salary and benefit accounts to more accurately reflect their projected 1999 level.

Central Rate Adjustments – (\$ 326,996). These are comprised of central rate changes in flex benefits, data processing, telecommunications, tenant rate adjustments, finance rates, CX overhead and motor pool.

Information and Telecommunications Services – Telecommunications

Systems Services Administration Adjustment – \$ 50,186. This provides additional funding for Telecommunication's share of central management and administrative costs as provided by ITS – Information Technology.

Central Rate Adjustments – \$ 22,825. These are comprised of central rate changes in flex benefits, data processing, telecommunications, tenant rate adjustments, finance rates, CX overhead and motor pool.

Information and Telecommunications Services – Printing and Graphic Arts

Central Rate Adjustments – (\$ 2,800). These are comprised of central rate changes in flex benefits,

GENERAL GOVERNMENT PROGRAM PLAN

data processing, telecommunications, tenant rate adjustments, finance rates, CX overhead and motor pool.

Cable Communications

Central Rate Adjustments – (\$ 13,216). These are comprised of central rate changes in flex benefits, data processing, telecommunications, tenant rate adjustments, finance rates, CX overhead and motor pool.

OTHER SIGNIFICANT ISSUES

Logan Knox Compliance.

The department has taken the necessary steps to comply with the Logan Knox agreement.

Information and Telecommunications Services – Information Technology

Logan Knox Compliance. In 1999, the Department will employ 4 Term Limited Positions as requested by the Department of Natural Resources to support the Water capital funded GIS projects. Truly temporary resources will be utilized as required by projects throughout the year.

OTHER AGENCIES

This section covers a group of miscellaneous, unrelated cost centers that do not belong to any one particular department. Budgets in this category include the State Auditor, the Boundary Review Board, Salary and Wage Contingency, Executive Contingency, Internal Support, Fund Transfers, and Sales Tax Reserve Contingency. Listed below are the 1999 budgets for these agencies.

Boundary Review Board - (\$2,698). The Boundary Review Board's 1999 budget decreased slightly as a result in decreases in central rates.

Fund Transfers - \$31,047,684. Fund Transfers provide money from the Current Expense Fund for programs budgeted in other funds. In 1999, CX transfer increases will help fund projects in Mental Health, Housing Opportunity, Division of Alcohol & Substance Abuse Services (DASAS), Airport, and Major Maintenance. CX transfer decreases will occur in Developmental Disabilities, Department of Development and Environmental Services (DDES), Public Health, Parks Facility Rehabilitation, and Building Repair and Replacement.

Salary and Wage Contingency - \$ 8,175,000. This budget is based on an estimated 1999 COLA of 2.0% for all employees. It has decreased a total of \$1,525,000 from the 1998 Adopted level.

Executive Contingency - \$2,000,000. This budgeted level is at the same amount as in 1998.

Internal Support - \$5,680,952. This budget increased from the 1998 level for a few reasons. First, there was an increase in the Bus Pass Subsidy Program due to the increased fare charges implemented in 1998. Also, there were adjustments made due to central rate charges, greatest among them insurance charges.

Sales Tax Reserve Contingency - \$3,993,605. This budget is required to keep a reserve balance of \$15,000,000, and will at this current level.

Miscellaneous Grants - \$6,662,911. This budget increased as a result of new Federal and State grants.